

Evidence of link to Regulations (ECSNR): 4.2, 7.1.2

Evidence of link to NQS:
Area 4

STAFF ORIENTATION POLICY

Version	Date	Author	Change Description
1	2 nd Sept 2013	Sharon Hales	
2	3 rd March 2014	Sharon Long	Minor spelling alterations
3	March 2016	Sharon Hales	Review and update as necessary
4	March 2017	Sharon Hales	Review and update as necessary

Policy Objective

Every endeavour will be made to support new staff members of Medowie Gumnut Preschool to settle into the Preschool as smoothly and happily as possible. Providing information and assistance in a range of ways will promote a smooth transition.

Rationale

A comprehensive and streamlined orientation process ensures that new staff have a clear understanding of their role, the preschool routine and policies as well as the expectations for their performance. This will enable new permanent and casual staff to settle into their role quickly and confidently

Strategies and practices

Each new employee at Medowie Gumnut Preschool will have an orientation session. Orientation will vary for each employee, depending on their role – i.e. a casual staff member, permanent Educator, Supervisor, or Nominated Supervisor.

In most cases, orientation will entail a Preschool tour, time for a discussion with the Director, an overview of the day and an outline of the new employee's general duties and responsibilities.

When the Director deems appropriate, he/she will check that all areas of the Staff Orientation checklist have been explained, discussed and confirmed as understood by the new staff member. The Staff Orientation checklist forms part of this policy and is attached.

New employees will be introduced to other members of staff, children and parents.

Upon commencement of employment, educators may be given copies of the following information:

- Preschool Staff Handbook which includes Centre philosophy, Code of Ethics, Code of Conduct and other relevant information
- Workplace Health and Safety information
- Statutory paperwork, awards and conditions
- Job description
- Access to the preschool's policy folder
- Access to the *Education and Care Services National Regulations* and *Education and Care Services National Law* documents

Educators will be given some time and the opportunity to familiarise themselves with the processes and procedures, routines and transitions of the preschool day, and the opportunity to find new information, either independently or with support, about best educational practice.

New Directors will be given adequate time to familiarise themselves with fee structures, enrolment procedures, computer operations and other office procedures. Ideally, new Directors will work alongside the

existing Director for a period so that change over will be smooth and the new Director can ask questions and gather information about their role and responsibilities at Medowie Gumnut Preschool.

New staff members will have access to, and be expected to add to, information about children in the group they will be working with. Existing, experienced staff will inform them of any special needs, general development, and any family circumstances that may affect children they will be working with.

The need for confidentiality will be explained to new staff members who will sign the Confidentiality Agreement and will be provided with the 'Confidentiality' policy.

New employees will be encouraged to ask questions or discuss any problems during the orientation process. Communication with the Director is of great importance so that the new employee's needs are met and their suitability for Medowie Gumnut Preschool is assessed.

The centre must keep accurate and up to date records for all members of staff. This will be the responsibility of the Director and a nominated member of the Management Committee (Approved Provider), usually the Secretary. Staff records must include:

- * Name
- * Address
- * Date of birth
- * Next of kin
- * Phone numbers and other contact details e.g. e-mail, PO Box,
- * Job title and copy of job description
- * Tax File Number
- * Date of commencement of employment
- * Awards and other particulars
- * Employment Agreements
- * Superannuation standard choice form providing fund details
- * Supervisor's certificate copies
- * Working With Children clearance number and verification
- * First Aid Certificate copies
- * Leave entitlements
- * Record of leave taken
- * Copies of certificates for in-service courses
- * Bank details for wage deposits

These records will be kept at Preschool according to our 'Keeping of Records' policy for the time period prescribed by the National Law and Regulations.

All new staff that may have primary contact with the children (unless their role is exempt, for example, administration (i.e. staff not in direct, unsupervised contact with children) – see www.kids.nsw.gov.au) will be required to have undergone a Working With Children Check and obtained a clearance for working or volunteering in roles with children. They will need to provide their clearance number or letter to the Office Manager who will verify this number before employment begins.

Medowie Gumnut Preschool will actively try to attract and keep quality, thoughtful, reflective and progressive staff that mesh well with, and have a connection to, the Preschool's unique philosophy.

All new staff will automatically have a three (3) month review of their work and performance after their commencement. This will involve a meeting and specific conversations with the Director about their work.

All new staff will be made aware of grievance and complaints processes and will be encouraged to use these procedures when large, complex issues need addressing.

All new permanent staff will be made aware of monthly staff meetings and will be strongly encouraged to prepare for and attend these meetings.

Medowie Gumnut Preschool has a Staff Immunisation and Infectious Diseases Policy. Staff may choose to immunise themselves prior to their commencement and these records may also be kept with the staff records as appropriate.

**Staff Orientation Checklist for New Staff
at
Medowie Gumnut Preschool**

- Introduced to other staff members
- Read and signed 'Confidentiality & Privacy' policy
- Tour of preschool rooms and outdoor environment – highlighting major features
- 'Evacuation and Lockdown' policy, procedures and locations of this information shown and explained
- Staff member details logged and given to the Office Manager, including emergency contacts
- Handbook provided
- Staff sign-in and sign-out procedure explained
- Working with Children Check paperwork provided
- Location of Medowie Gumnut Preschool policy folder explained
- Location of National Law & Regulations explained
- Daily routine for preschool students outlined
- Specific student information and support needs discussed where appropriate
- Informed of, and attendance at, Staff Meetings explained
- First aid kits, ice packs and incident report notebooks location and use discussed
- Job description and expectations discussed
- Work review process discussed
- Brief history of the preschool discussed

Resources

- Children (Education and Care Services National Law Application) Act 2010.
- Education and Care Services National Regulations Standard 4.2 and 7.1.2
- Staff Handbook

Policy Written by: Sharon Hales	Position: Auth Provider	Date: March 2017
Approved by: Staff and Families	Approved Date: March 2017	Next review date: March 2018